

## **JE—Student Attendance**

### **Attendance Requirements**

Students may accumulate a maximum of:

- five (5) absences per trimester, not to exceed a total of twelve (12) absences per year; and,
- three (3) tardies per trimester.

All tardies and absences, with the exception those due to school-approved activities, will affect eligibility for class credit or promotion to the next grade.

Nothing in this policy shall preclude the Administrator from working with students on an individual basis using uniquely identified rewards/consequences as deemed appropriate.

### **Excused Absences**

Absences from school with the knowledge and approval of a student's parent(s)/guardian are excused absences, but such absences are counted toward the maximum allowed per trimester. In order for an absence to be excused, oral or written communication from the student's parent(s)/guardian must be received within 24 hours of the last day of the absence. This requirement shall not apply for absences due to school-approved activities.

### **Make-up Work**

Students who are absent for any reason are expected to complete missed assignments. Students are given one day for every day of absence to make up the missed work. It is the student's responsibility to seek the missed assignments from the teacher.

When a student is absent on the day an assignment is due, he/she must turn it in the very next day he/she attends or it will be late.

### **Parental Notification of Consequences**

The following general guidelines shall apply to all students:

- Parents/guardians will be notified of all tardies and absences from class during each trimester via report card.
- The school Administrator may deny promotion to the next grade or credit for a class to students who exceed the maximum number of tardies or absences.
- The Administrator may deem students who exceed the maximum number of absences a habitual truant.
- Upon recommendation of the Administrator, the Board of Directors may deny reenrollment to students who are deemed habitual truants.
  - Notice of habitual truancy will inform parent/guardians that reenrollment may be denied. Notice of habitual truancy will also be made to the Bonneville County Prosecuting Attorney as defined in section 33-206 of the Idaho Statutes.

- The Administrator, or designee, shall provide notice to parents based on the following schedule:
  - Notice of the fourth (4<sup>th</sup>) tardy during a grading period will inform parents/guardians that promotion may be denied or a loss of class credit may occur. The appeal process to challenge will be included.
    - Eight unexcused tardies will result in lunch detention to be served with the advisory teacher.
    - Twelve unexcused tardies will result in the student participating in school clean up or other appropriate activity.
    - Sixteen unexcused tardies will result in 30 minutes of after school detention.
  - Notice of the sixth (6<sup>th</sup>) absence during a grading period will inform parents/guardians that promotion may be denied or a loss of class credit may occur. The appeal process to challenge will be included.
    - A student who has six or more absences in a trimester will have the opportunity to make up absences.
      - A student can attend two days of Saturday School to make up for an absence.
      - A student may also make up the time by setting up a time during middle school lunch or after school with their advisory teacher.
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### **Appeals Process**

Parents or guardians who believe a student's tardies and/or absences are the result of extraordinary circumstances may request a review of their case.

Extraordinary circumstances may include, but are not limited to:

- verified illness or medical treatment;
- death in the family or death of close friends; and
- medical, dental or other professional appointments.

Parents or guardians wishing to appeal a loss of credit or denial for promotion to the next grade due to the number of tardies or the number of absences should follow the outlined procedure.

1. Appeals and responses must be in writing to the Administrator within five (5) school days of the date on the notification to deny credit or promotion.
2. The Administrator will respond in writing within five (5) school days from the date shown on the appeal.
3. If the parent or guardian does not agree with the Administrator's response, a second appeal may be submitted in writing to the Board of Directors within five (5) school days of the date shown on the response.
4. The Board shall, during a regularly scheduled meeting, provide a hearing for the parent or guardian to appeal. If not provided immediately, the Board Chair shall respond with the Board's decision within five (5) school days.

The Board's decision is final.

**White Pine Charter School Policy Manual**

Adopted: \_\_\_\_\_ Revised: 8/22/14 \_\_\_\_\_

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*References Idaho Code § 33-206*